School District of Volusia County
Payroll Invoice

Batch _____

Run _____

To: Payroll Department

Date: _____

Check Nbr.: _____

Dept./School: _____

Invoice Prepared By: _____

Fund	Function	Object	Center	Unit	Project

Reasons:

☐ Extended Time for: _____

☐ Overtime *(Pay Rate x 1.5) for:* _____

☐ Tutoring

☐ Teacher as Substitute

☐ Teaching Extra Period

☑ Other (Include explanation of work): CTE Curriculum Writing Hours

SSN	Name	Dates) of service	Round to nearest ¼ hour	Current Hourly or Auth. Pay Rate	Amount Due
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
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					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	Invoice Total		0.00		$ -

_____

Principal / Administrator Signature

_____

Date